

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 377TH AIR BASE WING (AFMC)  
KIRTLAND AIR FORCE BASE,  
NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 36-202**

**1 MARCH 1999**

**Personnel**



**AFFIRMATIVE SUPPORT FOR THE  
DEPARTMENT OF DEFENSE (DOD)  
PROGRAM FOR STABILITY OF CIVILIAN  
EMPLOYMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 377 MSS/DPC (Mr. Alonzo Florez)

Certified by: 377 MSS/DPC  
(Mr. Timothy Stenmark)

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This instruction implements Air Force Policy Directive 36-2, *Employment and Affirmative Action*. It establishes policies and procedures to stabilize the civilian work force at Kirtland Air Force Base due to Air Force mandated downsizing or other government actions to eliminate personnel positions. It applies to all organizations on Kirtland AFB serviced by the 377th Air Base Wing Civilian Personnel Flight.

**1. Program for Stability of Civilian Employment .** This program, commonly known as the “stopper list,” is mandated throughout the DoD to ensure that highly qualified personnel are retained through such actions as base closures, operational consolidations, contracting-out studies, classification actions, overseas rotations, and transfers of functions. The program stabilizes the civilian work force, enhances operational continuity, improves employee morale, reduces recruitment and training costs, and lowers severance costs.

**2. Management's Responsibility .** Under this program, management is responsible for planning for the effective and efficient use of civilian personnel resources, and giving notice to employees when they are adversely affected by changing operational requirements. Employees have the right to be placed in vacant positions for which they qualify, for feasible retraining, for payment of transportation, and for relocation expenses to vacancies at other agency locations. They also have the right to grade and pay retention and severance pay.

**3. Stopper List Placement .** Whenever a “stopper list” placement is made, a valuable Air Force personnel asset is preserved, and government avoids substantial recruiting, training and severance costs. There is no tolerance, however, at any level of the program for any violations of the mechanisms for placing stopper list employees. When violations are detected, the DoD can direct the placement, and require the imprudent activity to pay permanent change of station expenses, that it was not otherwise responsible for,

and award back pay to the employee. Avoid these unnecessary costs by working closely with the Civilian Personnel Flight when filling vacant positions.

GARY D. DILLS, Colonel, USAF  
Commander